

City of Oak Hill
100 Kelly Ave., P O Box 1245, Oak Hill, WV 25901
(304) 469-9541 / Fax (304) 469-2801

To Obtain A Building Permit The Following

Permit # _____

Items Are Needed:

1. Application filled out completely.
2. Affidavit from property owner if other than applicant **(for mobile homes only)**
3. Installation Manual **(for mobile homes only)**
4. Attached statement needs completed by Assessor's office and Zoning Office
5. Septic permit or letter of availability from appropriate public service district
6. If new home: 1 set of construction drawings (Blueprints)
7. If trusses will be used for construction; please submit truss details from the manufacturer.
8. A copy of signed Contractor's estimate.
9. An itemized listing of materials with cost if owner is doing the job.
10. Must submit photocopy of WV Contractor's License, Liability Certificate of Insurance and Compliance of Workers Compensation.
11. Additional forms regarding notification of asbestos renovation, demolition or abatement.
12. **AEP work request number **MUST** accompany all requests for electrical inspections.
13. All fees paid.

Inspections That Are Required:

1. Footers / slabs before pour.
2. Set-up/tie downs and blocking **(mobile homes only)**
3. Water and Sewer connections
4. Decks which are greater than 144 sq. feet or greater, 6 ft. in height from ground level
5. Foundation / Flooring
6. Rough In / Electrical, Framing, Rough Plumbing and Mechanical **(Before Insulation)**
7. Insulation **(Before Covering)**
8. Final / Electrical
9. Final
10. Final on mobile homes only after skirting and landings are complete

****Note- There is an \$85.00 Re- Inspection Fee on All Failed Electrical Service Inspections.**

To Schedule An Inspection You Must Have The Following Information When You Call:

1. For inspection call (304) 574-4320
2. Permit Number
3. Type of inspection required

Note- Inspections will be done within 24 hours, no appointments will be made. No inspections will be scheduled without the above information. All inspections must be called in before 2:00 pm for a next working day inspection.

**I Have Read and Understand This Sheet
(Please Print)**

Name: _____

Address: _____

(Signature) _____

Date: _____

Reconnect # _____

*****City Codes and Ordinance Web. Site

www.walterdrane.com

Before digging or otherwise disturbing the earth, call: Miss Utility of West Virginia, Inc. at 1-800-245-4848, to notify many underground owners - 2 days notice required. It's the law in West Virginia.

Sanitary Board Approval

Zoning Office Representative

City Manager Approval
